



HIRING STAFF

Q: What should I consider when hiring someone?

Think about the skills, qualities and behaviour you would want from a potential work colleague and take your time selecting the right candidate.

Be careful not to discriminate based on someone's "protected characteristics".

These are a person's:

- Age
- Disability
- Race
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion or belief
- Gender
- Sexual orientation

Q: What should I bear in mind when advertising for a role?

You could be guilty of discriminating without even being aware of it. This is called indirect discrimination.

An example of this could be specifying that applicants must have a certain number of years' experience. This could indirectly discriminate against younger people who may have the experience/qualifications needed, but not the number of years you have asked for.

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We offer a free audit of your HR strategy, documentation, policies and procedures, with advice about the best course of action for implementing new strategies.

Call: 01756 790124

Email: sarah@clockworkhr.co.uk





Q: Do I always have to advertise externally for a job?

No, you do not legally have to advertise for a job. However, it is a good idea to do so because:

- You are less likely to break any discrimination laws
- You will probably get a wider range of applicants who are suitable for the job

Q: How should I advertise for a job?

Be careful with the wording in your advertisement. Using terms that refer to a person's protected characteristics could be seen as discriminatory.

For example: stating that you require a "recent graduate" or someone who is "highly experienced" could discriminate against age.

Q: What information should I provide for applicants?

It is a good idea to provide:

- Job description
- Job application form
- Person specification
- Information about your business

Q: Where should I advertise?

There are several places that you can advertise for a job, including newspapers, social media, job websites and the internet.

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Q: Once I have chosen who will be offered the job, what steps do I take next?

Once you have made your decision, follow these steps:

- Decide what you will pay them – you must pay at least minimum wage, this is set by the government and you can find the current figures here: <https://www.gov.uk/national-minimum-wage-rates>
- Check if they have the right to work in the UK
- Check if you need to apply for a DBS check on your candidate. You will need to do this if you work in certain areas, for example, schools, care homes etc
- Make sure you have the correct insurance ie Employers Liability Insurance
- Give a written statement of employment to your new employee
- Inform HMRC that you have employed a new person
- Automatically enrol them into your workplace pension scheme

Please feel free to use our handy checklist below.

New employee checklist

- Decide what you will pay them – you must pay at least minimum wage, this is set by the government and you can find the current figures here: <https://www.gov.uk/national-minimum-wage-rates>
- Check if they have the right to work in the UK
- Check if you need to apply for a DBS check on your candidate. You will need to do this if you work in certain areas, for example, schools, care homes etc
- Make sure you have the correct insurance. As soon as you start employing people you will need Employers Liability Insurance
- Give a written statement of employment to your new employee
- Inform HMRC that you have employed a new person
- Check if you need to automatically enrol them into your workplace pension scheme

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